



**MEDICAL ASSISTANCE PROGRAMS  
TRANSPORTATION INSTRUCTIONS FOR ELIGIBLE PATIENTS NEEDING SUBSTANCE ABUSE  
TREATMENT SERVICES  
(Medicaid & Denali Kid Care)**

All medically necessary non-emergency travel must be approved in advance.

When an eligible patient is in need of medically necessary substance abuse services that are not available in his or her community, the Referring health professional should contact the closest Medicaid substance provider to discuss a referral. Transportation is reimbursable by the Medical Assistance program if treatment is also covered by the program (and treatment is obtained). In other words, treatment must be completed at a Medicaid enrolled substance abuse treatment provider.

If the Receiving agency agrees that treatment is indicated based on information obtained via telephone from the Referring agency and a treatment space is available, the next steps should be followed.

1. The Referring agency obtains a "Consent for the Release of Confidential Information Medicaid Client Travel Form" and a signed Privacy Notice then *faxes* them to the Receiving agency. This initiates the travel approval process. **(All forms must be filled out completely and legibly).**
2. The Receiving agency completes the DBH form entitled "Division of Behavioral Health Medical Assistance Programs Travel Approval for Substance Abuse Patients" and faxes it, along with the Consent and Privacy Notice to the Behavioral Health Specialist in Juneau at (907) 465-1189. No travel request can be processed without the Release of Information and Privacy Notice attached.
3. If the DBH Behavioral Health Specialist authorizes travel for the patient, the DBH travel approval form is signed and faxed (by the the Juneau Office) to First Health Services Corporation (FHSC), to the Referring agency, and to the Receiving Agency.
4. The Receiving agency contacts the Referring agency to report on the status of the travel request.
5. The Referring agency calls FHSC to complete the Medical Assistance Transportation Authorization & Invoice (AK-04) and to arrange for a travel voucher.
6. FHSC verifies that the DBH has faxed approval and completes the travel authorization process.

No meals or lodging can be authorized for the patient. If an escort is approved, meals or lodging may be authorized for the escort if flight schedules necessitate.

If a child is accompanying a mother needing treatment, the Medical Assistance Program will pay for the mother's transportation only. The child's travel costs must be paid for from other sources, such as the DBH Substance Abuse Travel Fund.

The initial travel approval is for one-way travel only. When treatment has been completed, the Receiving agency calls FHSC for authorization for the patient to return home. DBH approval for the patient to return home is NOT required.

*If the patient does not travel or keep the substance abuse treatment appointment, it is the responsibility of the Referring counselor to notify FHSC. Therefore, the Referring counselor should verify that the patient completed the travel and admission to the treatment program.*

## **INSTRUCTIONS FOR MEDICAID TRAVEL RELEASE OF CONFIDENTIAL INFORMATION:**

Print the client's name legibly;

Print the names and addresses of the *Referring Agency* and the *Receiving Agency* involved in this travel request;

The Release for DBH is pre-printed for you. Please use DBH's forms specifically for Medicaid Travel;

The reason and purpose for the disclosures is pre-printed;

The revocation condition is also pre-printed;

The counselor shall review the Release with the client to insure that he or she understand it's meaning. No alteration can be made to the original Release without the clients approval;

The client initials the event, enters the date and signs the release;

The counselor reviews the Release to ensure that it is complete and correctly filled out and then faxes the Release *with* the travel request to the DBH office at (907) 465-1189 (*No travel request will be approved without a Release*).

If you have any questions concerning travel assistance or about Releases call DBH at the following toll free number: 1-800-465-4828.